

Better Business Bureau®
Serving Greater Cleveland
Job Description

Summary: Better Business Bureau® Serving Greater Cleveland (BBB®) is seeking an Inside Sales Representative to join our team! You will consult with potential businesses to help them be competitive and build trust in the marketplace.

Responsibilities & Expectations:

- Prospect and contact potential customers
- Deliver presentations via telephone in a pleasant, professional, and confident manner
- Reach and exceed agreed upon sales targets

Qualifications:

- A high level of energy, self-motivation, and competitiveness
- Strong negotiation skills
- Strong interpersonal, verbal, and written communication skills
- Be a person of honesty, ethics, and integrity

Work Details:

- Uncapped earning potential
- Base plus Commission with bonus eligibility
- Paid training program
- Medical insurance coverage with generous company contribution
- 401K w/matching contributions
- Life Insurance
- Paid time off and paid holidays
- Full-time, Monday - Friday position. *No evening or weekend hours*
- Ongoing training and support

Interested candidates for the Inside Sales Representative position may submit a cover letter and a resume to **susanb@cleveland.bbb.org**.